



# CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Mayor and Commission  
From: Faith G. Miller, City Manager  
Subject: Weekly Courtesy Report  
Date: May 27, 2011

## **Award Recipients – Volusia League of Cities' Distinguished Service Awards:**

For those of you who were unable to attend last night's awards dinner, I am happy to report that Commissioner Michael Carmolingo won the *2011 Gold Star Distinguished Service Award* from the *Volusia League of Cities' for Elected Official of the Year* and Deputy City Manager Dave Denny won the *2011 Gold Star Distinguished Service Award for Employee of the Year*. These are the highest awards in each category. Congratulations to both for these well-deserved honors!

## **Ongoing/Upcoming Events:**

- **Memorial Day Holiday** – Monday, May 30<sup>th</sup>, City Administrative Offices Closed
- **Fannie Mae Foreclosure Prevention Workshops** – Friday, June 3<sup>rd</sup>, 9:00 a.m. – 6:00 p.m., and Saturday, June 4<sup>th</sup>, 10:00 a.m. – 3:00 p.m.
- **Regular City Commission Meeting** – Monday, June 6<sup>th</sup>, 6:30 p.m., Commission Chambers.
- **Concert at the Amphitheatre and Antique Car Show** – Saturday, June 11<sup>th</sup>, 7:00 p.m., "The Torkays", Deltona Amphitheatre
- **Senior Expo** – Saturday, June 11<sup>th</sup>, 10:00 a.m. – 2:00 p.m.; Commission Chambers
- **City Commission Workshop Meeting** – Monday, June 13<sup>th</sup>, 4:30 p.m., Commission Chambers
- **Farmer's Market** – Every Saturday, 1649 Providence Blvd., 9:00 a.m. – 2:00 p.m.

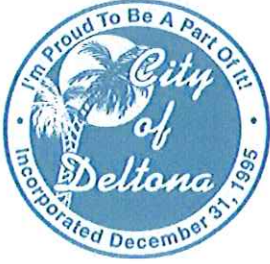
Faith G. Miller  
City Manager

CITY MANAGER'S OFFICE

2345 Providence Boulevard, Deltona, Florida 32725

(386) 878-8100 Fax (386) 878-8851

Webpage: [www.Deltonafl.gov](http://www.Deltonafl.gov)



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From: Faith G. Miller, City Manager *FGM*  
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### CITY MANAGER'S OFFICE

#### Communication:

- Used social networking sites to promote an upcoming Foreclosure Prevention workshop and an upcoming blood drive.
- Created a Concert in the Amphitheater poster for the upcoming Torkays performance.
- Setup, photographed, shot video and helped with cleanup at the Epic Theatre groundbreaking ceremony.
- Recorded video of the May 23 City Commission Workshop for later broadcast.
- Setup and photographed the Phoenix Cremation Society ribbon cutting.
- Videotaped DFD Entrapment Training Video
- New Schedules for DTV- Week of 5/29
- Added houses to NSP Parade of Homes
- Scheduled Memorial Day Mini-Marathon, with programming from American Veteran
- Working on June issue of the Pride
- Created Memorial Day ID
- Created City Hall Closed for Memorial Day ID

#### Media Relations:

- Provided information to Margie Dykes of the News Journal regarding the Memorial Day Soccer Tourney
- Provided information to Blaine Tolison with WFTV regarding the copper heft at DFD Station 65 and the EPIC Theater ground breaking
- Provided information to Dinah Pulver of the News Journal regarding the City's FRS funds.
- Provided information to Bob Koslow of the News Journal regarding the EPIC Theater Permits
- Provided information to Jason Wheeler with CFNews 13 regarding the copper thefts at DFD Station 65.

#### Press Releases:

- Blood Drive
- City Hall Closed Memorial Day
- Memorial Day American Veteran Marathon
- CGI/Deltona Partnership

#### Business Development:

- City Elected Officials, City Staff, local Chamber of Commerce, and business neighbors attended the Ribbon Cutting and Grand Opening for AdKore Chiropractic and Rehabilitation on Providence Boulevard.
- Met with Steve Roland and Jackie Pray of Pray & Associates, the realtor dealing with Moose Lodge.



- Met with Planning & Development Department regarding the City's "suggestions" to Albert Pell on his ingress and egress off SR415 on his 23 acre tract at Howland and SR415.
- Attended Ribbon Cutting for Phoenix Cremation Society on Saxon Boulevard.
- Extended conversation with Rob Ehrhardt of Volusia County Department of Economic Development regarding sites in Deltona and utilization of said sites.
- Attended meeting of West Volusia Realtor's Association as a panel speaker regarding issues that face Deltona and west Volusia County.
- Met with Gordon French, Deltona resident regarding industry development and assisted living facilities in Deltona.

**BUILDING & ZONING SERVICES** thru 5/20/2011

• Building Permits issued for the week .....	76
• Valuation of work permitted for the week .....	\$556,834.34
• Building Permits issued for the week .....	92
• Valuation of work permitted for the week .....	\$466,054.00
• Inspections completed for the week .....	186
• Total Permits issued for Fiscal Year 10/11 .....	2,026
• Valuation of work permitted for the year 10/11 .....	\$23,038,480.20
• Solar Rebates Processed this week: .....	1
• Total Solar Rebates processed since 2/1/10: .....	86

**Permits Issued:**

A/C change out .....	19
Comm build out small .....	1
Concrete flat work .....	2
Demolition.....	1
Door replacement .....	2
Driveway .....	2
Electrical.....	5
Fence .....	15
Fire sprinklers.....	1
Garage door replacement.....	1
Gas installation .....	1
Interior repair.....	1
Mechanical .....	1
Monument sign.....	2
Patio cover.....	1
Pool above ground.....	1
Pool enclosure .....	1
Pool in ground .....	2
Reroof .....	14
Right of way .....	1
Screen enclosure.....	1
Shed I.....	3
Siding.....	2

Solar panel install .....	1
Water heater replacement .....	6
Window replacement .....	5
<b>TOTAL</b>	<b>92</b>

**CITY CLERK'S OFFICE** thru 5/20/2011

**Department Staff:**

• 2nd Floor HR/CC Walk-In Customers .....	73	
• 2nd Floor calls answered .....	18	
• Packages Picked Up .....	2	
• Packages Received .....	33	
• A/P Invoices Opened .....	112	
• Newspapers .....	14	(6.5 hours)
• Public Records Requests Received .....	2	
• Public Record Request Amount Rec'd .....	\$ .64	
• Documents imaged, pages .....	718	
• Large scale drawings imaged, pages .....	0	

**ENFORCEMENT SERVICES DEPARTMENT** thru 5/20/2011

• Requests for services this week .....	256	
• Animals impounded at the humane societies .....	29	
• Citation warnings issued .....	13	
• Courtesy notices .....	111	
• Abatement notices .....	22	
• Citations issued .....	8	
• Code Enforcement telephone calls .....	114	
• Solid Waste calls .....	80	
• Citizen walk in requests for Code Enforcement assistance .....	18	
• Citizen walk in requests for Solid Waste assistance .....	2	
• Properties requiring grass to be cut by contractors .....	15	(at a cost of \$525.00)
• Certified mailings sent out .....	36	(at a cost of \$201.24)
• Collected for Animal tags, liens and return to owners .....	\$10,104.00	
• Foreclosures last week:		
Deltona	15	
Volusia County	18	
Total	33	

**FINANCE DEPARTMENT** thru 5/26/2011

- Completed physical inventory at Public Works and all Water Dept. Lift Stations.
- Updating Munis with inventory updates.
- Working on getting GSA pricing from CDW for laptops for the Fire Dept. Waiting on Agenda Item Request in order to prepare Agenda Item.

- Physical fixed asset inventory of City Clerk, Planning & Development, Construction Services, HR, City Manager, Enforcement Services, Commission, Finance and Legal departments.
- Conducting first round of budget meetings for Commission, City Manager, Building & Zoning, Enforcement Services, Fire, City Clerk, City Attorney and Fire Dept.

## **FIRE DEPARTMENT** thru 5/26/2011

### **Fire Chief:**

- Presented Fire Department-based EMS transport to City Commission.
- Attended Volusia County Fire Chiefs' Association meeting – discussions included:
  - Consolidated 911 communications
    - Timeline; Common Radio Profiles; City-specific radio profiles
  - Closest Unit Response
  - Automatic Aid
  - Countywide Mutual Aid agreement
  - Standardized Responses for Structure fire alarms
  - Wildfire Season
  - IMT (Incident Management Teams)
  - Contingency EMS Transport

### **EMS:**

- EMS week lunches were provided to crews.
- CPR/First Aid class provided to City employees at City Hall.
- Working on EMS training class.
- Working on fixing FireHouse to be able to submit demographic info to the State.
- Sent out thank you letters to those that sponsored our EMS luncheon.
- Ordered updated ASHI CPR material to be current with new guidelines.
- Working on getting credentials for the County (EVOC, Driving abstract, CPR, ITLS, PEPP, DL) as requested.

### **Training & Safety:**

- Assisted Lt. Bengelsdorf with his Inspector recertification.
- Attended Volusia County Fire Chiefs meeting.
- Completing the Firefighter Health and Safety Manual.

### **Fire Loss:**

- Investigated the following incidents:
  - A house fire on Piedmont that was set by a 5 year old juvenile with a lighter.
  - A brush fire on Riggs due to lightening strike.
  - A house fire on Whitewood that was accidental.
  - A car fire in a garage on Superior. Accidental due to a fuel line leak.
  - Arson – a van fire/homicide off Lake Helen Osteen.
- Public Education presentation event at Sterling Retirement Center on Saxon Blvd.



**Information, Communications & Education:**

- Meeting of VC Communication Center Users
- VC Council Communications Workshop (Faer, Rogers)

**HUMAN RESOURCES DEPARTMENT** thru 5/26/2011

- Performance Evaluations processed..... (2)
- Deltona JOBS Program Folders
  - 1st Floor lobby..... (5) added
  - 2nd FL Lobby..... (5) added
  - As of 5/25/11 total # of Deltona JOBS Program folders taken (956)
- Applications received
  - Waste Water Operator II ..... (2)
  - Cashier..... (15)
  - Public Works Tech..... (23)
  - Utility Customer Ser Rep III ..... (7)
  - Utility Customer Ser Rep I..... (4)
- New Job Posting—Cashier
- Background Check – (1) Enforcement Service Officer
- Scheduled interviews & prepared questionnaires for Utility Systems Tech & Parks Attendant
- Met with several department directors regarding personnel issues and coordination of personnel actions.
- Separations including exit interviews: F. Mackey, Public Works technician (Resignation), T. Foster, Water Operator I (Termination)
- Participated in 15 interviews for Utility System Technician

**PARKS AND RECREATION DEPARTMENT** thru 5/20/2011

**Administration:**

- Farmers Market: 7 vendors, 154 cars.
- Met with Orlando City Soccer President Phil Rawlins to discuss field utilization and future contract arrangements.
- Met with Morris Sign Company to discuss placement of the Public Safety sign.
- Conducted interviews for four (4) vacant part-time Park Attendant positions.
- Met with Gordon French, new Deltona citizen inquiring about Senior Sub-Committee activities & events.
- Met with City staff to discuss the ramifications associated with the consolidation of dispatch.
- Met with DRMP & DEP to discuss wetlands monitoring at Campbell Park.
- Met with Stetson Futbol president to discuss soccer field availability at Dewey Boster.
- Hosted Senior Advisory Sub Committee meeting.

**Facility Use Permits include:**

- |                                    |                  |                           |
|------------------------------------|------------------|---------------------------|
| • Deltona Community Center         | 3 permits issued | Weekly attendance – 884   |
| • Harris M. Saxon Community Center | 1 permit issued  | Weekly attendance – 427   |
| • Wes Crile Park                   | 3 permits issued | Weekly attendance – 2373  |
| • Skate Park                       | 7 new passes     | Weekly attendance – 1,086 |

**Special Events/Programs:**

- Amphitheater:
  - Concert and Car Show on June 11<sup>th</sup> from 7:00-9:00 p.m. Vegas style, Rock-a-Billy show by the "Torkays".
- Dewey Boster Sports Complex:
  - The Orlando City Soccer Club continues training.
  - Memorial Day Soccer Tournament scheduled for Saturday, May 28<sup>th</sup> and Sunday, May 29<sup>th</sup> (all day, both days).
- Dupont Lakes:
  - Kids All American Fishing Derby has been rescheduled to July 16<sup>th</sup>.
- Harris M. Saxon Community Center:
  - Zumba dance classes Mondays at 7:00 p.m.
  - Boys and Girls Club After-School program continue.
  - Summer program will start June 6<sup>th</sup>.
- Wes Crile Park:
  - Youth Flag Football continues.
  - Summer camp program begins next week.

**City Leagues Currently Underway:**

- Seniors Softball league continues.
- Men's league continues.

**Partner Leagues Currently Underway:**

- West Volusia Youth Baseball All-Star and tournament practices have begun.
- Deltona Little League All-Star and tournament practices have begun.
- FBVA summer program will start in July.

**Parks Maintenance:**

- |  |  |
|--|--|
| • <u>City Hall and Harris Saxon Park</u> | Mowed, edged and weed-eated.                                 |
| • <u>Deltona Community Center</u>        | Repaired water main break.                                   |
| • <u>Dewey Boster</u>                    | Restroom repairs.  |
| • <u>Dwight Hawkins</u>                  | Repairs; repaired water fountain.                            |
| • <u>Keysville Dog Park</u>              | Repaired fence.  |
| • <u>Manny Rodriguez</u>                 | Repainted benches in pavilion; restroom repairs.             |
| • <u>Veterans Memorial</u>               | Restroom repairs; filled holes along road; cleaned pavilion. |
| • <u>Wes Crile Park</u>                  | Mounted junction boxes on light poles.                       |

**Parks Maintenance – Miscellaneous:**

Weekly tasks include opening all the parks in the a.m., cleaning restrooms at parks, picking up and emptying trash at all parks and facilities; picking up trash around all pavilions; taking goods to storage; cleaning the depot trailer, barn and yard; cleaning pavilion areas (ceilings, tables, grilles, etc.); cleaning playgrounds and sidewalks, taking vehicles to Fleet for maintenance, replacing paper towel and toilet paper dispensers.

- Took mower for servicing.
- Picked up tables from Dewey Boster.
- Picked up and delivered tables and chairs for ribbon cutting ceremonies.



**City Hall, Fire Station, Sheriff's Department and 1691 Providence (Sheriff) Building Maintenance:**

Weekly tasks include cleaning the Fire Station; inspecting Sheriff's building; vacuuming; emptying trash from DSC classrooms; emptying trash for different departments; spraying and pulling weeds from various areas, trimming bushes and trees, watering sod and new shrubs; walking the grounds and picking up trash; sweeping sidewalk; setting up commission chambers for various meetings and resetting afterwards, checking temperature throughout the building; vacuuming the chambers, replenishing restroom supplies throughout the entire building; cleaning restrooms; unclogging various toilets in restrooms on both floors; replacing light bulbs throughout the building, courtyard and walkway; cleaning front of building; replacing restroom fresheners and batteries; vacuuming Commission Chambers and hanging pictures (as requested) throughout City Hall.

- Prepped ground for sign installation at Sheriff's Dept.
- Picked up supplies from storage.
- Assisted with tent set up in courtyard.
- Escorted Electrical Solutions through City Hall.

**Sports Turf Maintenance:**

- Normal routine maintenance:
  - Dewey Boster Sports Complex
  - Baseball and Pony League Fields
  - Vann Park
  - Dupont Lakes
  - Wes Crile Park
- Sports Complex:
  - Repainted soccer fields and placed nets for Orlando City Soccer.
  - Fertilized fields with 46-0-0 and multipath wetting agent.
  - Pressure washed benches for soccer tournament.

**PLANNING & DEVELOPMENT SERVICES DEPARTMENT** thru 5/24/2011

**Executive Summary:**

The Planning and Development Services Department continues to move forward following the ground breaking ceremony for the EPIC Theatre site. The ceremony was the culmination of an effort to unravel years of cumbersome regulations placed on a potential developer, and to see the process through to construction. The Department looks forward to the Grand Opening of the cinema, which represents more than a movie theater to the City of Deltona—it represents a positive change in bringing high-quality projects forward that reflect civic pride.

**Planning:**

The Planning Section is working on the following projects:

1. Small Scale Future Land Use Map Amendments and rezoning of DuPont Lakes Park;
2. Finalizing the presentation for the June 13<sup>th</sup> City Commission Workshop on the Land Development Code reorganization;
3. Transition of the Final Site Plans (FSP's) for the Lohman's Funeral Home and Shops of DuPont Lakes to the Building and Zoning Department for construction commencement. The FSP for



Lohman's Funeral Home is pending a City Commission decision on Ordinance No. 07-2011; an amendment to the landscape bufferyard criteria comes up for a second and final reading on June 6<sup>th</sup>.

4. Review of the Preliminary Plat and Final Plat for the Deltona Village project for Deltona Retail Holdings, LLC.
5. Collaboration with Volusia County on Land Development Regulations for the Osteen Local Plan.

#### **Housing & Community Development:**

The Housing and Community Development Section welcomes the gaining of interest in the NSP program. As of today, the following summary applies to NSP 1:

1. Houses sold:	5
2. Houses scheduled for closing:	9
3. Houses commencing construction:	5
4. Houses to commence construction:	3
5. <u>Houses rehabilitated awaiting contract offers:</u>	<u>31</u>
TOTAL:	53

The Department is focused on minor owner-occupied repairs and existing large-scale repair projects to complete SHIP funding. The remaining \$300,000± of the original \$1.19 million for this fiscal year will be depleted quickly with the number of applications received to date. Also, the Department interviewed potential subrecipients for the Social Services effort within CDBG. Nine groups applied for assistance, and \$51,659 is available through the fund for the next program year.

#### **PUBLIC WORKS** thru 5/20/2011

##### **Traffic Operations:**

Weekly tasks include monitoring crews and downloading and evaluating traffic survey information.

- **Signs:**
  - Completed 8 sign repair work tickets throughout the City.
  - Fabricated & installed (18) sets of street name signs.
  - Fabricated & installed (1) double arrow warning sign at 916 Mentmore Cir.
  - Fabricated & installed (1) Adopt A Street sign and (1) 12"x 6" name plaque at Normandy Blvd & Elkcarn Blvd; Normandy Blvd & Adelia Dr.
- **Message Boards:** Remove from Saxon Blvd & Normandy Blvd and Eustace & Elkcarn.
- **Speed Trailer:** Installed at 2772 W Covington.
- **Misc:**
  - Arslan & Timbercrest – painted over graffiti that was on concrete pipe.
  - Tivoli & Baton – replaced battery in crossing light.

##### **Field Operations:**

Weekly tasks include evaluating work orders called in by residents.

- **Beautification:**
  - Medians –
    - Providence Blvd – trimmed Adams Needle plants & removed weeds from mulched area; checked irrigation and repaired as needed.
    - Elkcarn Blvd – checked irrigation and repaired as needed.
    - Howland Blvd – sprayed magnolia trees with pesticide.

- City Signs – Howland Blvd, Saxon Blvd.
- City Homes – 1177 Hastings.
- **Concrete:**  
 Sidewalks – Hayward – 11'x 5'; 1060 Gage – 2'x 4'; 967 Elkcarn Blvd – 3'x 4'; 1691 Montecito – 12'x 5'; Ancho & Humphrey – 51'x 5'.
- **Clam Truck:**
  - Debris – 11
  - Trimming – 2
- **Drop Offs:**
  - Collingswood – repaired drop off and resodded 4 ½ pallets.
  - 3129 Fifer – repaired drop off and resodded 1 pallet.
  - Folger & Beaver – repaired drop off and resodded ½ pallet.
  - Commerce between Lockwood & Fifer; 2797 Jewell – vacant lots – repaired drop offs.
- **Slope Mowing:**  
 2381 Ainsworth – 160'; 2579 Ainsworth – 320'; 2440 Ainsworth – 240'; 2539 Ainsworth – 240'; 2573 Albury – 160'; 2340 Chastain – 200'; 2566 Juliet – 85'; 2964 Huron – 80'; Gimlet – 180'; 2789 Elston S – 160'; 2765 Elston S – 160'; 2808 Elston S – 160'; 2840 Jewell – 90'; Slater between Covington & Hanley – 800'; 2523 Otis – 85'; 2649 Otis – 85'; Parma – 1180'; Oslo – 160'; Leland & Priscilla – 173'; Nardello – 100'.
- **Misc:**
  - 967 Elkcarn – evaluated resident concern with right of way being just dirt – informed resident there is no hazard would not be able to sod row.
  - Cloverleaf – removed glass from road near subdivision coming from Deltona Water.

**Fleet Maintenance Division:**

- |                                |        |              |
|--------------------------------|--------|--------------|
| • Vehicles:                    | PM – 2 | Repairs – 9  |
| • Equipment:                   | PM – 4 | Repairs – 14 |
| • Road Calls:                  | 1      |              |
| • Parts Run/Vehicles Delivery: | 1      |              |

**Stormwater Division:**

Weekly tasks include check and monitor all electric pump stations; respond to all safety concerns; talk to residents about their concerns; check and record lake levels; manage current CDBG projects; implement NPDES Inspection program.

- **Construction Crew:**  
 2056 Banbury – installed 140' of 15" sock pipe; 3 nyloplast basins; poured back 1 driveway; poured collars around 2 basins.
- **Drainage Rehabilitation Crew:**  
 Mapleshade retention pond – dug out 220 yards of material to improve capacity of pond and to see if there is a hard pan.
- **Drainage Area Maintenance (Aebi Mowing):**
  - 6.3 acres mowed
  - Ditches mowed:  
 1102 Sherbrook; 1263 Seybold; 1770 Amero; 1961 Chapel; 1945 Acadian; 1977 Acadian; 2349 Fitzpatrick; 2017 Appian; 2140 Parkton; 2032 Parkton; 1868 Plumtree; 815 Trumbull; 1599 Providence; 1762 Van Allen.



- Ponds mowed:  
 632 Armadillo; 2049 Atmore; 1590 Finland; 675 Goodrich; 201 Howland; 1049 Sylvia; 1641 Houston; 926 Whitewood; Beechdale.
- Mowed Ledford property.
- **System Cleaning (Vac Truck):** Watered newly laid sod city wide.
- **Right of Way Mowing Crew:**
  - 8.5 miles of right of way mowed.
  - Alleys mowed – 570; 618; 632.
  - Sectors mowed – 1; 27; 28; 29; 30; 31.
- **Right of Way Litter Crew:**
  - 792 gallons of litter removed.
  - Main roads – Cloverleaf; Anderson; Deltona Blvd; Tivoli; Wolf Park Run; Catalina; Captain; Haulover; Newmark; Courtland; Humphrey; India.
- **Misc:**
  - 2961 Derby Dr – trimmed up tree in ditch.
  - 1458 Coronet Dr – repaired inside of box.
  - 1799 Lehigh Dr E – laid one pallet of floratam.
  - 768 Fairbairn Dr E – cut tree in ditch and hauled away.
  - Austin & Beal – put lid back on box.
  - Slater Dr E – picked up trash around pond.
  - 2250 St Augustine St – cut down leaning tree in ditch and hauled off.

## UTILITIES thru 5/22/2011

### Customer Service:

May 2011	16	17	18	19	20	21	22	Total
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
DW – Lockbox	770	525	306	279	361	X	X	2241
Ebox	263	350	172	121	247	X	X	1153
Call Center Calls	577	428	474	287	381	X	X	2147
Walk-ins/Drop Box	407	249	253	145	169	X	X	1223
On-line Payments	200	160	150	125	182	107	121	1045

### Customers Disconnected for Non-Pay:

May 2011	17	18	Total
	Tues	Wed	
<b>Cycle</b>	<b>3</b>	<b>4</b>	
Total on Disconnect List	59	97	156
Off in error/DW error	1		1
Off in error/Munis error			
Misapplied Payment			

**Construction Log & Service Orders:**

May 2011	16	17	18	19	20	21	22	Total
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Water Service								
Meter Sets								
Reclaim Meters								
Fire Hydrant Installs								
Fire Hydrant Replacement					1			1
Fire Hydrant Repair			1	1				2
Replace Meter Box	2	1		5	1	2		11
Locates Received	9	7	25	10	9			60
Locates Completed	10	6	20	19	4			59
Main Leaks								
Service Leaks	1	2				4		7
Sewer Repairs								
Sewer Blockage			1					1
KV2 Valves	2					4		6
Service Replacements	1					2		3
Meter Change Outs	4	3	2	4	4			17
Service Orders	92	98	101	88	57			436
Disconnects		59	97					156
Drainfield Leaks						1		1
Meter Retirements	49	12	9	7				77